

ADOPTED  
CONSTITUTION  
&  
BY-LAWS

2005

The Clinton/St.Clair County Firemen's Association, Inc

Constitution

ARTICLE 1 - NAME

- 1-1 The name of this organization shall be known as "The Clinton/St.Clair County Firemen's Association, Inc ,an Illinois General Not for Profit Corporation, hereinafter referred to as the Association.
- 1-2 The official mailing address of the Association shall be:  
Clinton/St.Clair County Firemen's Association, Inc.  
P.O. Box 998  
O'Fallon, IL 62269
- 1-3 This Association shall be directed to the fact that all applicable Federal, State, and Local laws, ordinances and rules or regulations of all agencies and/or authorities having jurisdiction over this Association shall apply to all Officers, Trustees, and Members and shall apply to this Constitution throughout the same as though herein written in full.
- 1-4 The objective of this Association shall be to perfect the organization of fire departments within, but not limited to, Clinton/St.Clair Counties, for the express purpose of establishing harmony, fire protection for member departments, and promoting the best interests of firefighters and departments, provide mutual aid when requested, provide fire prevention material, children's fire safety house, provide training classes among different departments, provide access to different manufactures of fire equipment, and web page site for all departments.

ARTICLE 2- GENERAL:

- 2-1 All previous Constitution, By-laws, or Policy Statements prior to 2005 in conflict With any part of this Constitution shall be declared now and forever to be null and void and of no effect.
- 2-2 This Constitution shall become effective upon its official adoption by the membership.
- 2-3 In all of its activities, this Association shall be nonpartisan, nonsectional, and nonsectarian.

ARTICLE III ORGANIZATIONAL STRUCTURE

- 3-1 The Association shall consist of four levels of organization: Administrative Officers, Executive Board, Board of Trustees, and Members.
- 3-2 Administrative Officers:
  - 3-2.1 The Administrative Officers shall consist of President, Vice President, and Secretary/Treasurer.
  - 3-2.2 Officers shall be elected to their respective offices pursuant to Article 5 of this Constitution.
- 3-3 Executive Board:
  - 3-3.1 The Executive Board is the legislative body the Association and possesses the ability to make and change decisions for the Association.
  - 3-3.2 Each Member Department is granted one Delegate, and one Alternate Delegate, to the Executive Board.
  - 3-3.3 Each Member Department shall appoint an Official Delegate, and an Alternate Delegate to the Executive Board, and notify the Secretary/Treasurer of said appointment.
  - 3-3.4 The Delegate is the representative of the member department and reserves the right to one vote for their department.
  - 3-3.5 Any member department may change their Delegate at any time as required by their department, and by notifying the Secretary/Treasurer of said change.
- 3-4 Board of Trustees:
  - 3-4.1 The Board of Trustees is comprised of nine (9) members who are elected to preserve the philosophy of the Association and to render their assistance in the activities of the Association Board deemed detrimental to the welfare of the Association.
  - 3-4.2 The Board of Trustees with proper procedure, due process and explanation, reserves the right to overturn any act of the Executive Board deemed detrimental to the welfare of the Association.
  - 3-4.3 Trustees are elected to their respective office pursuant to Article 5 of this Constitution.
- 3.5 Members' qualifications are set forth under Article 4.

4-4 ARTICLE 4- MEMBERSHIP:

4-1 Membership shall be limited to those persons, organizations, associations, and agencies that's primarily provide a common defense against the threat of fire and other catastrophic emergencies that involve the assistance of a fire protection organization.

4-1.1 Membership shall not be based on race, color, creed, religion, sex, or political affiliation.

4-1.2 All members shall be at least eighteen (18) years of age.

4.2 There shall be four categories of membership.

4.2.1 Active Member: A member department that is in good standing, participates in the Association, and is not in arrears with dues. All active members shall enjoy all rights, benefits, and privileges of the Association. Active members have the right to vote on all matters of the Association.

4-2.2 Semi-Active Member: A member department that wishes to belong to this Association, but for other reasons does not participate in meetings or other functions or who has become in arrears with dues. A Semi-Active member has limited rights, benefits, and privileges of the Association. Semi-Active Members shall not have the right to vote.

4-2.3 Member Emeritus: An individual member who has successfully completed a minimum of twenty (20) years of service in the Association. A Member Emeritus shall enjoy all rights, benefits, and privileges of the Association, and shall not pay dues. Members who have not reached twenty (20) years of service, but have made a significant contribution to the Association, maybe elected to be a Member Emeritus by a two-thirds (2/3) vote of the Officers. This membership is irrevocable except by unanimous vote of the Executive Board.

4-2.4 Associate Member: A member who does not represent those persons, association, and agencies who primarily provide a common defense against the threat of fire and other catastrophic emergencies that involve the assistance of a fire protection organization, but who desires to participate in this Association. An Associate Member has limited rights, benefits, and privileges of the Association and shall not have the right to vote.

4-3 Application for membership shall be made in writing and presented to the Secretary/Treasurer of the Association.

4-3.1 The Secretary/Treasurer shall present all applications for membership to the Executive Board at the next regular Executive Board Meeting. The Executive Board shall decide the category of membership for the applicant.

- 4-3.2 The Executive Board shall vote to accept or reject membership applications on an individual basis. Decision of the Executive Board is final and conclusive.
- 4-3.3 The Secretary/Treasurer shall notify the applicant in writing within five (5) days of the decision to accept or reject the membership application and record the results in the Minutes of the Association.
- 4-4 Past-Officers of the Association are allowed to maintain full membership rights, Benefits, and privileges after they are no longer active in their Department.
- 4-5 Members younger than eighteen (18) years of age may be approved as Association Members if they are high school students, affiliated with the Girl Scouts of America, Boy Scouts of America, Cadets or Explorers Post, or otherwise similarly qualified for Associate Membership, as approved by the Executive Board.
- 4-6 The Executive Board has the authority to suspend or change the status of any membership by two-thirds (2/3) roll call vote at an Executive Board Meeting.
- 4-6.1 A suspension period shall be determined by the Executive Board, but in no instance shall be longer than one (1) year.

ARTICLE 5- ELECTIONS:

- 5-1 Election of Officers and Trustees shall be held in accordance with the following procedures:
  - 5-1.1 Election of Officers shall be held ON THE EVEN YEARS at the June Regular Association Meeting.
  - 5-1.2 Election of the following Officers for a two (2) year term of office beginning as prescribed by this Constitution shall be held at the June Association Meeting in even numbered years,(2002, 2004, 2006 et seq.):
    - President
    - Vice President
    - Secretary/Treasurer
  - 5-1.3 Election of three (3) Trustees for a three (3) year term beginning as prescribed by this Constitution shall be held annually at the June Regular Meeting.
- 5-2 Candidates:

5-2.1 All Candidates shall be:

- (A) A member in good standing of a Member Department in good standing.
- (B) At least 21 years of age.
- (C) Shall be nominated, or submit their name to the Nominating Committee, at the Executive Board Meeting immediately prior to the June Regular Association Meeting in order to have his or her name appear on the ballot.

5-3 Election Procedures:

- 5-3.1 Election of Officers shall be the last item on the Agenda of the June Regular Association Meeting and shall proceed in the order listed in 5-1.2.
  - 5-3.2 The Election shall be conducted by the senior ranking Trustee of the Association unless the senior ranking Trustee's term has expired and is seeking re-election to another term or office, then it is passed down to the next senior ranking Trustee, and so on.
  - 5-3.3 The senior ranking Trustee shall ask the Secretary/Treasurer to submit a list of all Member Departments who are in good standing (dues paid-in-full) with the Association.
  - 5-3.4 The Secretary/Treasurer shall conduct a roll call of those Member Departments who are in good standing with the Association. Only those Member Departments who are in good standing and present have the right to cast ballots.
  - 5-3.5 Each Member Department present shall cast only one vote for each Officer or Trustee seeking election. No voting by proxy. All nominations are made at the June Executive Board Meeting. There is no "write in" voting at the June Regular Association Meeting elections. Spoiled ballots will not be tallied.
- 5-4 Ballots:
- 5-4.1 Specimen Ballots shall be on printed forms available for all Member Departments prior to the beginning of the June Regular Association Meeting.
  - 5-4.2 Official Ballots shall be on printed forms issued by the Secretary/Treasurer to the Member Departments and a receipt shall be signed by the representative of each Member Department as the names are called during the roll call pursuant to Section 5-3.4 of this Constitution.
  - 5-4.3 The senior ranking Trustee shall allow, at his or her discretion, a reasonable amount of time to complete the ballots.

- 5-4.4 There shall be provided a suitable secure container to receive the ballots once they have been properly marked.
- 5-4.5 Complete election results shall be posted after all ballots have been returned, before adjourning the meeting.
- 5-4.6 The Secretary/Treasurer shall record all election results in the Minutes of the Association.
- 5-4.7 Election Judges shall be selected by the presiding senior ranking Trustee from members in good standing in attendance at the June Regular Meeting, and shall be excused after all balloting has been completed, recorded and the ballots secured.

#### ARTICLE 6- MEETINGS:

- 6-1 Meetings shall be held commencing at 7:30 p.m., on the second Thursday of the month in accordance with the following schedule, unless otherwise scheduled:
  - A. Regular schedule Association Meetings shall be held in March, June, September, and December.
  - B. Executive Board Meeting shall be held one (1/2 ) half hour Prior to the Regular Meeting.
  - C. Meetings shall be hosted by a Member Department except where otherwise posted and shall rotate throughout the Association to give all Member Departments a chance at serving as a host department.
- 6-1.1 All meetings shall be conducted according to Robert's Rules of Order and parliamentary procedure.
- 6-1.2 Minutes of every Association meeting shall be taken and be presented for inspection at every meeting.
- 6-1.3 A minimum of eight (8) representatives from different member departments shall constitute a quorum.
- 6-2 Regular Association Meetings.
  - 6-2.1 Regular Association Meetings shall be held to present to the whole membership the items of business that have transpired at the Executive Board Meeting and allow new items to be placed on the Agenda for the next Executive Board Meeting.

- 6-2.2 Attendance at Regular Association Meetings is open to all members in good standing.
- 6-3 Executive Board Meeting:
  - 6-3.1 Executive Board Meetings shall be held to act upon the business and legislation of the Association.
  - 6-3.2 Attendance of Executive Board Meetings is open to all members, however only delegates and committee members are permitted to vote and have a voice in matters at the meeting.
- 6-4 Administrative Officers Meetings:
  - 6-4.1 Administrative Officers Meetings shall be held to plan strategy and policy of the Association and prepare business for the Executive Board Meeting.
  - 6-4.2 Attendance at the Administrative Officers Meeting is open only to all Officers, Trustees and Committee Chairpersons.
- 6-5 Special Meetings:
  - 6-5.1 A special meeting maybe called by the President of the Association, or the Senior Trustee of the Association, with written notice and agenda given to all members at lease seven (7) days prior to a Special Meeting.
  - 6-5.2 Only those items on the written notice and agenda may be acted upon at the Special Meeting.

ARTICLE 7- ADMINISTRATIVE OFFICERS:

- 7-1 Administrative Officers:
  - 7-1.1 All Administrative Officers shall be:
    - (A) Member in good standing of a Member Department in good standing.
    - (B) At least 21 years of age.
    - (C) Shall he nominated, or submit their names to the Nominating Committee, at the Executive Board Meeting immediately prior to the June Regular Association Meeting.
  - 7-1.2 All officers shall begin their terms of Office at the June Officers Meeting.
  - 7-1.3 All officers leaving office have thirty (30) days to turn over all property of the Association to their successor.

- 7-2 Officers shall be elected to their respective Office pursuant to Article 5 of this Constitution.
- 7-3 President; (Two year term of office).
- 7-3.1 The President is the elected leader and serves as The Executive Director of the Association. The President shall preside over all Regular Association, Executive Board, and Officers meeting and represent the Association interfacing with to other agencies, organizations and associations.
- 7-3.2 The President has the following powers and duties:
- (A) Execution of all policy and legislation passed by the Executive Board.
  - (B) Appoint committees and serves as ex-officio member of all committees.
  - (C) Recommend policy and procedures to the Association.
  - (D) Fill vacancies among the Administrative Officers and Trustees by a majority confirmation vote by the Executive Board.
  - (E) Can suspend officers from their duties with a Majority vote by the Executive Board.
- 7-4 Vice-President: (Two year term office).
- 7-4.1 The Vice President shall serve as acting President in cases, of Presidential disability or absence and become President if the President dies, resigns, or is removed from office.
- 7-5 Secretary/Treasurer: (Two year term office).
- 7-5.1 The Secretary/Treasurer is the officer responsible for the information and records, and financial business transactions of the Association.
- 7-5.2 The Secretary/Treasurer has the following powers:
- (A) Responsible for all correspondence and preservation of all records of the Association.
  - (B) Maintain an up to date roster of all members.
  - (D) May appoint an Assistance Secretary/Treasurer with the approval of the Executive Board.
  - (E) Responsible for collection and disbursing all monies of the Association.
  - (F) Present an up to date financial report at every meeting.
  - (G) Provide an Annual Report of the financial condition of the Association at The Annual Regular Association Meeting in June.
- 7-5.3 The Secretary/Treasurer shall be bonded in the amount of Seventy Five Thousand Dollars (\$75,000.00) by an authorized bonding company.

- 7-6 Board of Trustees: (Three year term of Office).
- 7-6.1 The Board of Trustees in comprised of nine (9) members who are elected to preserve the philosophy of the Association and render their assistance in the activities of the Association.
- 7-6.2 The Trustees have the following powers and duties:
- (A) Audit the Association's Treasury at least annually.
  - (B) Assist the Association in the attainment of its goals.
  - (C) Serve as protectors of the Constitution.
  - (D) Preside over elections and disputes within the Association.
  - (E) Can suspend any officer from his or her duties by a Majority vote of the Executive Board.

#### ARTICLE 8 – COMMITTEES:

- 8-1 Committees shall be appointed and formed by the President of the Association or simple majority vote of the Executive Board.
- 8-1.1 Committee Chairperson shall be appointed by the President, who is an ex-officio member of all committees.
- 8-1.2 Committees are granted their powers and duties at the time of their appointment and formation.
- 8-2 In addition to any other committees that may be formed, there shall be five (5) standing committees:
- (A) Ways and Means Committee
  - (B) Nominating Committee
  - (C) Auditing Committee
  - (D) Training Committee
  - (E) Planning Committee
- 8-2.1 The Ways and Means Committee shall be formed by the Executive Board to assist in development of revenue for the Association.
- 8-2.2 The Nominating Committee shall be formed by the Board of Trustees to qualify candidates for annual election.
- 8-2.3 The Auditing Committee shall be formed by the Board of Trustees to audit the treasury of the Association at least annually.
- 8-2.4 The Training Committee shall be formed by the Executive Board to assist in the development and administration of training in the Association.

8-2.5 The Planning Committee shall be formed by the Officers to plan the direction and future of the Association.

8-2.6 All standing committees shall have two (2) or more members who shall be appointed every two years on even numbered years.

#### ARTICLE 9 – DUTIES OF MEMBERS:

9-1 Dues shall be collected from the membership annually to help defray the cost of expenses incurred while the Association conducts its business.

9-1.1 Amount of dues to be collected shall be established by the Executive Board at the June Meeting of the year.

9-2 Dues shall be collected by the Secretary/Treasurer after giving notice to all members by mail and the Secretary/Treasurer shall maintain a list of all members who are paid in full or in arrears.

9-2.1 Members shall have sixty (60) days after said notice is given to pay dues.

9-2.2 In the event that any members' dues are not received within sixty (60) days after receipt of notice by mail, the Secretary/Treasurer shall send, by mail a follow up notice to the delinquent member to pay the late dues within thirty (30) days.

9-2.3 Failure to pay dues will result in the member being placed on the Semi-Active member roster with suspension of all membership rights, benefits, and privileges.

9-2.4 Payment of all delinquent dues shall return the member to the Active Member roster with all membership rights, benefits, and privileges restored.

9-3 Personnel Roster:

9-3.1 All Member Departments shall annually file with the Secretary/Treasurer an up to date roster of the personnel assigned to their department.

9-4 Master Radio File:

9-4.1 All Member Departments shall, upon notification by the Secretary/Treasurer, file an up to date Master Radio File form for the Association Radio Book.

9-5 Mutual Aid:

9-5.1 All Member Departments shall upon acceptance into this Association, when call upon for mutual aid from another department in the Association, assist that department to best of their availability.

ARTICLE 10 – DISBURSEMENTS AND ACCOUNTS:

- 10-1 All disbursements of the Association shall be made by the Secretary/Treasurer with official Association Checks.
- 10-1.1 All disbursements of Fifty Dollars (\$50) shall be made only on purchases or other expenditures approved by the Administrative Officers.
- 10-1.2 All disbursements over One Hundred Dollars (\$100) shall be approved by the Executive Board.
- 10-1.3 The President and Secretary/Treasurer shall both, immediately upon taking office, sign a resolution authorizing check writing withdrawals from the Association accounts.
- 10-1.4 The President and/or Secretary/Treasurer are the only signatures to be authorized on Association checks.
- 10-2 All accounts shall be posted in the ledgers of the Association.
- 10-2.1 Funds may be transferred from one account to another by the Secretary/Treasurer upon simple majority vote approval of the Executive Board.
- 10-2.2 At no time shall the Secretary/Treasurer overdraw any account.
- 10-2.3 New accounts may be created by resolution approved by simple majority vote of the Executive Board. Appropriations and a source of funding any new accounts shall also be included in the resolution.
- 10-3 Property over Five Hundred Dollars (\$500) may be acquired or sold or indebtedness may be incurred, by a two thirds (2/3) majority vote of the Executive Board.
- 10-4 Before the Association can be disbanded, the assets shall be endorsed to the Death Benefit Fund with the approval of the Executive Board.
- 10-4.1 All assets shall be liquidated and all debts cleared before a vote to disband shall occur.

ARTICLE 11 – AMEMDMENTS:

- 11-1 Amendments may be made to this Constitution.
- 11-1.1 This Constitution may be amended by two-thirds (2/3) roll call vote at the regular schedule meeting.

- 11-1.2 All amendments shall become effective immediately upon approval.
- 11-2 The Executive Board shall initiate any and all amendments.
  - 11-2.1 All proposed amendments shall be brought before an Executive Board Meeting for the purpose of informing the membership and providing an opportunity for amending or changing the amendment by the members. This shall be known as the First Reading.
  - 11-2.2 A copy of the proposed amendment shall be sent to all Member Departments and their delegates after the First Reading.
  - 11-2.3 A Second Reading shall be made of the proposed amendment at the next Regular Association Meeting following the First Reading.
  - 11-2.4 The Secretary/Treasurer shall give notice to all members of the proposed amendment at least forty-five (45) days prior to the Meeting where the amendment is to be put up for vote.
- 11-3 Policy Statements and By-Laws may be added by the Officers and Executive Board to enhance and implement this Constitution, but shall in no way change the spirit or intent of any Article of this Constitution.

Adopted this \_\_\_\_\_ day of June, in the year of 2005

\_\_\_\_\_  
 Mike Presson  
 President

\_\_\_\_\_  
 Jerry Bullion  
 Vice President

\_\_\_\_\_  
 James O. Hertzler  
 Secretary/Treasurer

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Senior Trustee Terry Shepherd

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Senior Trustee James McQuary

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Senior Trustee Ocie Whitehone

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Trustee Earl “Buddy” Moore

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Trustee John Nowak

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Trustee John Grimm, Jr.

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Trustee Bill Clark

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Trustee Joel Strauss

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